

Instructions and Hiring Conditions

Thank you for your interest regarding the hire our Scout HQ. We will be pleased to make it available to you, but in return request that you comply with the following terms and conditions.

By proceeding with the Hire Agreement and booking of the Scout HQ, you acknowledge and understand the agreed hiring conditions.

If you wish to continue please complete the Hire Agreement (*Page 3*) and return it with the required booking deposit to the following: -

Mr S J Williams
45 Whitecross Avenue
Whitchurch
Bristol
BS14 9 JF

Telephone Number **01275 541945**
Mobile Number **07527 051305**
Email Address ***williamssj@blueyonder.co.uk***

On receipt of your booking form and deposit, an email confirmation will be sent to you confirming your booking. Please make cheques payable to 82nd St. Bernadette Scout Group. Payment for the returnable Damage/Cleaning Waiver must be included with your final payment, which will be refunded within 7 days of the hire once the premises have been inspected for damage and cleanliness.

In order to ensure a quick and full refund of your returnable deposit we have attached a “check list” of the items you need to check before vacating the building at the end of your hire period.

I look forward to hearing from you

Regards

Steve Williams

Steve Williams | 82nd Bristol (St. Bernadette) Scout Group
☎Tel: 01275 541945 ☎Mob: 07527 051305

Email ✉ : williamssj@blueyonder.co.uk

Website 🌐 : www.82ndscouts.org.uk

CONDITIONS OF HIRE OF HALL

An agreement made on the date shown in the Hire Agreement between the 82nd Bristol Scout Group Executive Committee (“The Scout Group”) and the person specified in the Hire Agreement (“The Hirer”).

The Hirer will have use of the Scout Premises for the function, detailed in the Hire Agreement, upon acceptance of the following terms.

1. A deposit representing a minimum of 50% of the hire charge is required with the return of the Hire Agreement Form. In the event of cancellation this deposit is refundable as long as the hirer gives at least 7 days notice to The Scout Group. The balance including the damage/cleaning charge must be paid at least 7 days prior to the event.
2. Upon receipt of the completed Hire Agreement and booking deposit, The Scout Group shall confirm the booking to the Hirer. To avoid confusion, provisional bookings are not accepted.
3. All breakages or damage to The Scout Group premises or property shall be the sole responsibility of the Hirer. The Hirer is responsible for leaving the premises in a clean and tidy condition within 1 hour of the completion of the hire period. A *refundable* Damage/Cleaning Waiver of £25.00 is required with the final payment to be held against any damage, extra cleaning etc.
4. The function must not be advertised in any way whatsoever whereby members of the general public are induced to attend. The only people entitled to attend shall be the Hirer and their personal friends. Entry must be by invitation only. Numbers will be limited to that specified on the Hire Agreement.
5. The Hirer is at all times responsible for the control and supervision of the function. **SMOKING** is **forbidden** in or around the building. The consumption of **ALCOHOL** in or around the premises is also **strictly forbidden**.
6. At the end of the hire period the Hirer shall be responsible for leaving the premises in a clean and tidy condition. All lights, taps and appliances are to be turned off. All doors and windows locked and secured. All rubbish created to be removed from the premises.
7. If a Hirer has been supplied with a set of keys and details of the alarm system, they are not to pass on any details to third parties. If alarm or key misuse is detected then a Hirer may be asked to cease their use of the premises. Keys must be returned as soon as the hire period is over.
8. The Scout HQ is immediately adjacent to private residents and we ask The Hirer and their party to be mindful of noise when leaving and parking when dropping off or collecting. A limited number of parking spaces are available inside the premises and these should be utilised wherever possible
9. The Scout Group cannot be held responsible for any loss, damage or personal accident resulting from the hire of the Scout HQ.
10. If food and non-alcoholic drinks are to be supplied it is the responsibility of The Hirer to comply with the Food Safety Act 1990, Health and Safety Regulations and with all relevant requirements in respect of food and drinks supplied during the hire period. All food and drink supplied must be removed from the premises at the end of the hire period

HIRE AGREEMENT

Contact (The Hirer) Details

Name			
Address			
Telephone Number		Mobile Number	
e-mail address			

Event Details

Nature of the Function			
Date(s) required			
Numbers Attending	Adults	Children	
Start Time*		Finish Time*	

*HQ will be available for ½ hour prior to start time and ½ hour from the end time to allow setting up and clearing away.

Hire Requirements

	Access	Charges	Total Amount
Main Hall / Kitchen / Toilets	No. of Hours () @	£25.00 per hour	£
	Damage/Cleaning Waiver (Refundable)		£25.00
	Total Payable for hire period		£
	Deposit Paid (50% of the Total Payable)		£
	Balance Due (7 days prior to hire date)		£

Payment Method (please indicate)

Cash

Cheques should be made payable to: **82nd St Bernadette Scout Group**

Bank Transfer can be made to the following account stating **"HQ Hire"** as the reference:

Account No: 01588342 (Lloyds Bank) **Sort Code: 30-99-38**

Signed.....

Date.....

On receipt of your Hire Agreement Form and deposit a receipt will be emailed to you, which will be your confirmation of your booking.

IF YOU WANT TO GET YOUR DAMAGE/CLEANING DEPOSIT BACK

WE HATE WITHHOLDING THE DEPOSIT GIVEN TO US BY A HIRER. So we thought it would be both useful and fair to make it very clear what state we expect the Hall to be left in.

Breakages

Any breakages MUST be reported to The Scout Group

Main Hall

Pick up any rubbish. Sweep or mop Hall Floor as necessary

Chairs should be stacked where they were found

Tables wiped down and left as they were found

Kitchen (if used)

Check / Clean Sink and Drainer

Wipe down work surfaces, electric cooker and microwave

Remove from premises any food brought into the Scout Hut including fridge items

Sweep or Mop floor as necessary

Wash up any used utensils and crockery and return to where found

Toilets

Check / Clean Sink & Toilets

Sweep or Mop floor if necessary

Entrance Hall

Pick up any litter on floor

Sweep floor area

General

Empty all rubbish bins

Nothing must be stuck or pinned on the walls or ceiling as this will pull off the paint when removed!

Outside

Pick up any litter left in the car park area and around the hall by your guests.

The Hirer undertakes to remove from the Scout Hall and its surrounds and dispose of any rubbish generated during the hire period.

Security

All doors and windows must be shut and secure. Alarm set. Main entrance door locked and tested. Main gates locked. Keys returned promptly to The Scout Group